



## TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., County Executive, TNR

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### **INSTRUCTIONS TO APPLICANT**

#### **REQUIREMENTS FOR COMMERCIAL (NON-RESIDENTIAL) DEVELOPMENT PROJECTS IN UNINCORPORATED AREAS OF TRAVIS COUNTY (INCLUDING CITY OF AUSTIN LIMITED PURPOSE ANNEXATION AREAS)**

1. Complete Basic Development Permit Application and submit a site grading plan showing all structures (existing & proposed), driveways, parking areas, contours (existing & proposed), etc.
2. Engineered drainage and detention plans will be required when the proposed project increases impervious coverage at the site. Design of detention systems shall conform to the City of Austin's Drainage Criteria Manual. (link to <http://www.ci.austin.tx.us/development/default.htm> and choose "Technical Manuals")
3. If site will be on a septic system, the septic permit application number will be required prior to issuance of a development permit. If a detention system is required, it shall be delineated on the site plan submitted to the appropriate Health Agency.
4. **A driveway permit is required for all Non-Residential projects** if you plan to create new access to a Travis County road (or if you repave in the right-of-way). If your property fronts a State Right-Of-Way (Example: IH 35, US Highway 183, FM Road 2222) you will need to contact the Texas Department of Transportation at (512) 832-7343.
5. There will be a twenty-one (21) day review period by this office.
6. **Effective June 1, 2010, the permit fee for all non-residential Travis County Development Permits is \$45.00 + \$1.35 per \$1000.00 of construction cost. A cost estimate, signed and sealed by a Texas Registered Professional Engineer, must be submitted with the permit application. Applications will not be accepted with out the proper fees and cost estimate. Cash or Checks Only. Please make checks payable to Travis County.**
7. Applicants who submit plans for Commercial Buildings must also have their plans reviewed and construction inspected through the Travis County Fire Marshal's office at (512) 854-4621.
8. After Development Permit is issued, contact the inspector noted on Development Permit.

Please contact the Permit office at (512) 854-4215 if additional information is needed.